

SOUTH ELEMENTARY SCHOOL

“Where Opportunity Begins”

2023 ~ 2024



Parent – Student Handbook

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South Elementary School
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Follow us on Facebook at Pikeland CUSD #10
District Website - www.pikeland.net

SOUTH SCHOOL MOTTO

“Where Opportunity Begins”

SOUTH SCHOOL BELIEF STATEMENT

By the end of second grade, all South Elementary students will read and comprehend on a second grade level, will be fluent with addition and subtraction facts, and will apply grade level mechanics in their writing.

PIKELAND UNIT 10 MISSION STATEMENT

We, as members of Pikeland CUSD #10, exist to enrich the wellbeing of our community.

PIKELAND UNIT 10 VISION STATEMENT

We, as members of Pikeland CUSD #10, will foster a culture of learning by respecting, valuing and inviting each person to contribute to our community.

THE LITTLE BRAVE PROMISE

Our Little Brave Promise is to work hard, be good friends and try to do our best everyday!

We will work together so we can learn. We will be respectful, responsible, and safe in whatever we do.

It might be hard, but we can do it!

DAILY ROUTINE

The day begins with a moment of silence,
The Pledge of Allegiance, and The Little Brave Promise
led by student helpers.

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The Pikeland CUSD #10 Policy Handbook is available at the Pikeland Board office.

*****GENERAL INFORMATION*****

PIKELAND COMMUNITY UNIT DISTRICT #10

South Elementary School - 285-2431 & 285-2613

INTRODUCTION

Welcome to South Elementary School. South Elementary School serves students in grades Preschool through 2nd. The handbook is designed to answer the many questions parents have concerning our school. We have tried to organize the handbook in a logical manner, but would recommend parents read the entire contents to become familiar with the material. Board policy allows for handbook revisions throughout the school year. Any revisions would be communicated to parents.

SOUTH ELEMENTARY SCHOOL

~ STUDENT SUPPLY LIST ~

Grades Preschool, K, 1, 2

(For safety reasons, backpacks with rollers are not allowed)

<u>Preschool</u> **All Preschool Supplies are optional**	<u>Kindergarten</u>	<u>1st Grade</u>	<u>2nd Grade</u>
Full Size backpack	4 pks-24 pack Crayola Crayons	2 boxes 24 crayons	School Box - Please choose one that will fit crayons, markers, and glue sticks.
Paper Towels	2 pks glue sticks	2 boxes markers	1 large box of #2 pencils
Kleenex	1 pair of Fiskar scissors-labeled with name	4 Elmers glue sticks	2 - 4 pack of Black Dry Erase Markers
Wet/Baby wipes	1 box dry erase Expo Markers	1 Fiskar scissors	Soft pink erasers
Full size playdoh	Ticonderoga Pencils	2 boxes Black Expo Dry Erase Markers	2 boxes of 48 or less crayons (Crayola brand is best)
Mrs. Williams' class-Gallon Ziploc bags	1 Backpack-no wheels	1 box of tissues	2 packages of markers (Crayola primary colors are best)
Mrs. Herren's class-Quart/Sandwich ziploc bags	Headphones-labeled with name	1 pencil box	8 glue sticks
	2 boxes of snacks (goldfish, dry cereal, pretzels, fruitsnacks, granola bars)	1 box of pencils	Pointed scissors
	Girls-Baby wipes	1 Watercolor set	Backpack (no trappers)
	Boys-Clorox Wipes	1 Backpack	2 large boxes of tissues
		Headphones	Cleaning Wipes
		Boys - Clorox Wipes	Gallon Ziploc bags
		Girls- Baby Wipes	Optional:
			1 watercolor set
			Sandwich Ziploc bags
			Please do not send in folders or notebooks. These will not be used in our classrooms this year.

SOUTH ELEMENTARY SCHOOL GRADING SCALE

****Used in 2nd grade****

A=100-93

B=92-85

C=84-77

D=76-69

F=68-0

The grading scale is used in second grade for spelling and math instruction. This practice is used to help prepare students for receiving grades in third grade.

STUDENT USE OF OFFICE PHONES

There is only one phone accessible to students. Students will only have permission to use the phone if the school has contacted the parent or guardian for a disciplinary or medical issue in which the student needs to speak to his/her caregiver. Students may not use cell phones during instructional time at South Elementary School.

ARRIVAL/DISMISSAL/SAFETY INFORMATION:

Arrival time - Students may enter the building from 8:00 a.m. - 8:27 a.m.

Starting time: 8:27 a.m.

Dismissal time: AM Preschool & Half Day Kindergarten – 11:00 a.m

All-Day classes: 3:20 p.m.

Student drop-offs are not recommended before 8:00 a.m. For safety reasons, full parental cooperation is needed for this expectation. There will be a supervisor at the front door each morning to greet students beginning at 8:00 a.m. All adults entering the building between 8:00 a.m. and 3:20 p.m. must register in the office and obtain a Visitor's Pass.

Preschool students will be dropped off at the front door. Teachers or paraprofessionals will be waiting for them to arrive. The morning class will be taken to the pick-up pad for pick-up. The afternoon class will be dropped off at the front door. Pick-up parents will retrieve their students at the gym door at dismissal. Parents delivering or picking up children at South Elementary School should use the North Entrance Area. Drop offs are not permitted in the lane behind the building. This is a fire and emergency vehicle lane and this area is to be kept free of vehicles. The afternoon pick-up line may begin forming at 3:00 p.m.

Students may ride bicycles to school and should walk their bicycles across the street. All bicycles are to be parked in the racks and left parked until school is dismissed. Bike riders and any student who walks should not arrive prior to 8:00 a.m. They should always be careful and use good safety rules.

VISITORS

1. Parents are welcome to come into the building for conferences, lunch, questions, birthdays, celebrations, etc.
2. All visitors, including parents and siblings, are required to enter through the front door of the building.
3. The security system requires visitors to be 'buzzed' in after 8:00 a.m. each morning and then the remainder of the day. Each visitor must push the button on the intercom system and look at the camera. All visitors buzzing in will be asked to state their name and purpose for their visit. If deemed necessary, you may be asked to provide identification. The office staff will electronically unlock the door in order for visitors to gain entry into the building.
4. Visitors then stop inside the building and proceed to the office window to state the purpose of the visit and sign in or out students as necessary. Approved visitors will be given a visitor's tag to adhere to their clothing in a visible location and will be escorted to their destination. All visitors will sign out in the office before leaving the building.

5. Students may not bring guest visitors to school with them unless a specific time has been assigned for this activity. Please prearrange a visit with your child's teacher between the hours of 8:30 a.m. and 3:20 p.m. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. It is not guaranteed that a teacher will be available to meet with a parent who shows up at school without prior notice.

In order to remain on South Elementary School property, persons should not perform the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate an Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other unlawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: 1) in a risky manner, 2) in excess of 20 miles per hour, or 3) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Behaviors violating this list may result in short-term or long-term removal from school property. Bus stops are considered as a function of the school.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to take time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

RESTRICTED PICK-UP

Parents requesting Restricted Pick-up for their children must do so each school year. A request for restricted pick-up must be accompanied with unaltered proof that the person making the request has sole custody or an

active Order of Protection for the child. South Elementary School can not make changes in the Teacherease system or restrict a custodial parent with regards to restricted pickup or an Order of Protection without a legal document in the possession of the school.

EMERGENCY/EARLY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station (WGEM or KHQA), and check the Pikeland Unit #10 social media platforms to be advised of school closings or early dismissals. The district messaging system will also notify parents/guardians by phone. To receive school messages, telephone numbers should be updated on a routine basis. If bad weather or other emergency situations occur during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school is dismissed early for a weather emergency, all after-school functions are automatically canceled.

DELAYED START PROCEDURES

Inclement weather, power outages, or emergency events in the early morning hours can often lead to decisions of closing school for the entire day.. However, at times, situations can change quickly and in this case a delayed start could be put into place. As a result of this scenario, the Pikeland administration has put the following plan in place.

With a delayed start, buses will arrive at the current pick-up points two hours later than their regularly-scheduled time. Those students who walk or drive to school should not arrive prior to the drop off times listed below. In the event a delayed start schedule is utilized, class periods will be shortened, but dismissal times will NOT change.

If a delayed start schedule is activated:

- Schools will begin exactly **two** hours later than usual.
- All buses will operate exactly **two** hours later than usual.
- Parent drop off time will be **two** hours later than usual.

For example: If the bus usually picks up your student at 7:30 in the morning then it would pick them up at 9:30 in the morning instead.

Delayed Start Schedules are as follows:

Pikeland Preschool

Morning (a.m.) classes will be canceled. Afternoon (p.m.) preschool classes will begin and end at their usual times.

South Elementary School Grades K-2

Class starts at 10:27 a.m. with drop-off starting at 10:00 a.m. Students will be dismissed at the usual time of 3:20 p.m. Cereal, milk and juice will be available for purchase and for free/reduced students wanting breakfast when they arrive at 10:00 a.m. Lunch will remain at the usual time.

SCHOOL CALENDAR

First Student Day	August 16
First Day of Kindergarten	August 17
First Day of Preschool	August 21
Labor Day	September 4
Columbus Day	October 9
Parent/Teacher Conferences	(evenings) October 17 & 19
Veterans Day	November 10
Thanksgiving Vacation Begins	November 22
Classes Resume	November 27
Christmas Vacation Begins	December 20
Classes Resume	January 4
Martin Luther King Day	January 15
President's Day	February 19
Parent/Teacher Conference	(evenings) March 25 & 27
Spring Break begins	March 28
Classes Resume	April 2
Last day of school	(tentative) May 16
Memorial Day	May 27

COMPLIANCE DAY

New students in all grades (including Preschool) and those entering from out of state must have the following records on file: 1. Physical examinations signed by a physician (M.D. or D.O.), a certified nurse practitioner or a physician's assistant. 2. Age-appropriate immunizations required by the state of Illinois, 3. A copy of a certified birth certificate, and 4. A notarized Affidavit of Residency. Failure to provide any of these on compliance day could result in your child being excluded from school.

Compliance Date First and Second Grade - August 17th

Compliance Date Kindergarten - October 13th

Compliance Date Preschool - October 13th

CHANGE OF ADDRESS OR PERSONAL INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so that we can maintain accurate school records. When changing a student's address, current proof of residency is required. Should an emergency arise, it is extremely important the school is able to contact parents.

STUDENT PICTURES/NAMES IN THE MEDIA

Students' pictures and/or names are sometimes displayed in newspapers, on the internet (District website & Pikeland Unit #10 Social Media Platforms), on the radio, or in educational publications. Parents objecting should write a "Note of Objection" on a yearly basis.

KEEPING PARENTS INFORMED

An important function of the school is to keep parents informed as to what is going on in the school. Weekly, students will be sent home the South School Newsletter. Parents are also encouraged to follow the Pikeland CUSD 10 Facebook page. Parents can receive both text, phone, and email notifications when signed up to receive notice through Teacherease and can also sign up for Pikeland's mobile app.

MATERIAL FEES & WAIVERS

Grades K-2 - \$70.00

(1/2 Day Kindergarten - \$35.00)

The district establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Unemployment;
4. Emergency situations; or
5. When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

SCHOOL LUNCH PRICES & PROCEDURES

Lunch is served daily at a cost of \$2.50 a day. Breakfast is served from 8:00 – 8:20 a.m. at a cost of \$1.35 a day. A menu is published each week in our Friday Note and sent home at the beginning of each month in student folders. One milk comes with lunch, if a student requests an additional milk, the cost would be \$.40. Students are allowed to bring their own lunch to school, however, soda is not permitted. Refrigerators of lunch boxes is not available, students are encouraged to have ice packs in lunchboxes. There is not a microwave available to warm up student lunches.

Pikeland Unit #10 has a policy that strongly encourages students to pay for their breakfast/lunch in advance or on the day of purchase. Advance payments may be sent in an envelope to your child's school with your child's name on the envelope. The cashier at each school will also accept payments daily. If you have children in two or more buildings and want to make one payment each month, please specify how much money goes to each child's account when you send the payment. Regular charging of student meals is not allowed. In case of an emergency, students will be allowed to charge their breakfast/lunch. Free and reduced forms can be filled out anytime during the year if your financial status changes. A new application must be completed each school year. Contact Betty Hayden at 285-9462 with any questions.

	Recess Times	Lunch Times
Kindergarten	11:00- 11:30	11:30-12:00
Grade 1	11:30-12:00	12:00-12:30
Grade 2	12:00-12:30	12:30-1:00

Students may leave for lunch with their parents and must bring a note from their parent/guardian. When the student leaves for lunch their parent/guardian must sign them out in the office and must also sign them back in when they return from lunch. Children are not allowed to leave the school ground during lunch or playtimes without signing out. Students will be going outdoors during recess and p.e. whenever weather permits. Any child who must remain indoors due to illness must bring a written note from home. If this becomes habitual, a doctor's statement will be requested.

DISTRIBUTION OF NON-SCHOOL MATERIALS

South School does not mass distribute commercial flyers or brochures to students. Information of this type may be placed in the office and students may pick it up in the office. The announcement of these items can be included in the South School Newsletter with at least two day's notice. In addition, this type of material can be posted on the Electronic Backpack located on Pikeland's website, www.pikeland.net.

LOST AND FOUND

A Lost and Found table is maintained by the office. Any articles found in the building or on the school grounds will be taken to the office promptly. Articles not claimed by the end of the second semester will be disposed of at that time. It is advisable to place names on all articles brought to school to aid in their return to owners. South Elementary School cannot be responsible for any items lost or stolen. Students should not bring any items (toys, electronic games, trading cards) to school.

VOLUNTEERS

Parents, grandparents, and caregivers are invited to volunteer at South Elementary School. All school volunteers that come on a regular basis must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in the office and receive a visitor badge.

PARTIES & BIRTHDAY CELEBRATIONS

Classroom parties for the whole school are permitted for Halloween, Christmas, Valentine’s Day, and Easter.

Student birthday celebrations are permitted at South Elementary School on an individual basis when a parent and student chooses to recognize a birthday at school.

Parents are asked to follow these guidelines:

1. Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. Prepackaged treats without ingredient labels will not be served in classrooms with allergies. You will be notified if students in your child’s classroom have an identified food allergy. Nutritional treats and snacks are highly recommended..
2. Send no more than one food item to be passed out (a drink may be sent also, if the parents chooses. If that is the case, cups should be sent.) Hard candy and balloons are not permitted.

DELIVERY OF ITEMS TO STUDENTS

Lunch boxes, school supplies, party supplies, etc: When it is necessary to deliver such items to school or a student, please check in at the office regarding where to leave the items.

Flower and Balloons: South School **does not** accept deliveries of flowers and/or balloons for students.

Birthday/party invitations: They are allowed at school **only** if everyone in the class is invited.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

SMOKE FREE POLICY

No person on school property or at school events shall smoke or otherwise use tobacco products including e-cigarettes.

SAFETY DRILL PROCEDURES & CONDUCT

Safety drills will occur at times established by the school board. Students are required to be quiet and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills, with the exception of ALICE drills, will not be preceded by a warning to the students.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present except for in the following circumstances as they relate to the individual's child(ren).

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

1. A violation of this law is a Class 4 felony.
2. Exceptions must be approved by the building administrator in advance.
3. Parents may access information regarding the Statewide Sex Offender Database via the Department's homepage at <http://isp.state.il.us/sor/>.

*******EDUCATION*******

PRESCHOOL

Enrollment Criteria

1. Children must be 3, 4, or 5 years of age and not eligible for kindergarten.
2. Students must reside in Pikeland School District.
3. Students must complete a developmental screening before being considered for enrollment. Placement is determined by a point system that considers his/her risk of academic failure as determined by results of screening, family, medical histories, and other at-risk factors.
4. Students must meet the following Pikeland and Illinois enrollment requirements: Copy of Certified Birth Certificate, up-to-date record of required immunizations, notarized affidavit of residence, physical completed by an M.D., D.O., N.P., or P.A. within one year before the first day of school.

Preschool Absences and Regular Attendance

Regular attendance in class is very important to your child's progress. Preschool will not help your child if he or she has frequent absences. Unless your child is sick or there is a family emergency, he or she should come to school. Reasons for being absent from school are recorded daily. Poor attendance of 10 or more unexcused absences could result in your child being dropped from the program. If your child has to miss class, please notify us as soon as possible by calling the school, 217-285-2431 or 217-285-2613.

Illness

Please do not send your preschool student to school if he or she has any of the following symptoms:

1. A fever
2. Diarrhea or vomiting
3. An infected (yellow or green) discharge from nose or eyes

Toilet Training

Children are encouraged to be toilet trained prior to Preschool. The Preschool program understands that early childhood involves children not only learning academics, but also life skills, such as going potty. Preschool will provide parent education and support to assist parents as they train their child. We encourage parents to bring a change of clothes for their child if they are still working on toileting skills. Please be aware, too, that if your child has an accident in school we may send them home in pull-ups if other clothing is not available or not appropriate.

Drop Off/Pick Up

A.M. preschool students will be dropped off at the front door by parents, a supervisor will be waiting for them. At the conclusion of the morning class, the students who do not ride a bus will be delivered to the pick up pad at 11:00 a.m. Doors will open for the p.m. preschool students at 12:30 p.m. Students who do not ride the bus will be picked up at the gym door at 3:20 p.m.

Field Trips

Students will go on a variety of field trips that are scheduled throughout the year. Parents will be notified of the date, time, and destination in advance. Siblings may not be transported on the school bus.

Class/Socialization Expectations

1. Preschool classes are for enrolled children only. Siblings or children's friends are not allowed to be present in the classroom. This is due to safety and insurance liability reasons.
2. Every effort is made to provide your child with the type of learning environment, which leads to the development of inner controls and positive self-discipline. While interaction between a parent and child is not directly interfered with, every effort is made to model positive methods and encourage parents to explore the use of positive discipline techniques.

ALL DAY/HALF DAY KINDERGARTEN

Pikeland offers both Half Day and All Day Kindergarten. The Half Day program will be offered from 8:27-11:00 a.m. Concentrated academic instruction will happen in the mornings. Enrichment, center-based activities, and holiday parties will happen in the afternoons. Parents choosing to recognize their child's birthday at school may send store bought treats for parties in the mornings for Half Day K students and in the afternoon

for All Day K students. Parents of Half Day K students may bring their child to all school assemblies in the afternoon. Parents choosing to do this are expected to stay for the event and supervise their child. Parents have the option of switching their child from Half Day to All Day K or from All Day to Half Day K only once during the school year.

SPECIAL EDUCATION

Pikeland schools, through membership in the Four Rivers Education District, offer a broad spectrum of services for students with special needs from ages 3-21. These services are designed to meet the needs of students who have significant learning problems, which impact their school program. In most cases the services are offered at Pikeland schools, whether on a part time basis or full time basis. An exception to this arrangement is made for 3-5 year olds who attend the Early Childhood program, and for students who have a severe and/or unique disability, which requires placement in a neighboring district. Before a student is evaluated and placed in a Special Education Program, parents and/or the legal guardians are involved in the process, and must give their permission to proceed. In addition to the aforementioned programs, other support services are offered including speech and language therapy, psychological evaluations and consultations and counseling.

Referral may be made by parents, teachers, or any authorized agency through the principal. Of special note is the availability of Early Childhood screening and diagnostic services. Any parent of a child who suspects his child may need special help, should contact the South School office or Four Rivers in Jacksonville, phone 217-245-7174.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the Board Office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the student 1) has a physical or mental impairment that substantially limits one or more major life activities, 2) has a record of a physical or mental impairment, or 3) is regarded as having a physical or mental impairment.

For further information, please contact:

Brandon Bettis, Special Education Director
217-285-6888
Pittsfield High School

ACCOMMODATING STUDENTS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/Guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact number of healthcare providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Care Plan, which must be on file with the school.

For further information, please contact the building principal, Mrs. Tracey Allen, at 217-285-2431.

FOUR RIVERS SPECIAL EDUCATION DISTRICT

Medicaid Parental Consent Written Notification Letter

Consistent with requirements in 34 CFR 300.503(dc) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34 CFR 300;
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process claims;
3. That health related services pursuant to in Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian; and

4. That you have a right under 34 CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

EVERY STUDENT SUCCEEDS ACT (ESSA)

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

TRANSITION PLAN FOR STUDENTS ENTERING PIKELAND COMMUNITY SCHOOL

South Elementary School works closely with Pikeland Community School to share student information. Each second grade teacher completes a snapshot for each student to pass on to their third grade teacher. Pikeland Community School will coordinate a day for all incoming third grade students to tour the building, meet teachers, and see their classroom.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: 1) be involved in the education of their children, and 2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Pikeland's Assistant Superintendent Angie Ruebush at 217-285-2147.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law. The

assistant superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

DESTRUCTION OF RECORDS

Pikeland Community School District Unit No. 10 annually reviews all student records. This school district keeps student information such as grades, classes taken and graduation date for not less than 60 years. Other information such as disciplinary actions, test scores, and IEP information is retained for 5 years. Parents of students and students that graduate or left this District are hereby notified that if they wish a copy of any "temporary" information before it is deleted/destroyed, they must make a request to the Pikeland Superintendent or South School's principal within five (5) years of graduation or departure from school. Temporary records will be destroyed five years following graduation or departure from school.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Parents can examine instructional materials about body awareness upon request to the building principal. Any student or parent/guardian with a sex equity or equal opportunity concern should contact South School administration.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Pikeland CUSD #10, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Pikeland Unit #10 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pikeland CUSD #10 to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pikeland CUSD #10 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of the current school year. Send necessary correspondence to Mrs. Tracey Allen, 655 Clarksville Road, Pittsfield, IL 62363.

Pikeland CUSD #10 has designated the following information as directory information:

- Student name
- Student grade
- Honors/awards won by the student (honor roll, etc...)
- Name for newspaper picture
- Participation in extracurricular activities
- Height/weight for athletic programs

SCHOOL BOARD PROMOTION POLICIES

The promotion policy in the elementary schools is geared to the individual and is based on what the teacher, principal, and parent concludes is best for the child after careful study of all the information available. In controversial situations the principal and teacher will make the final decision. A child should normally be promoted if he is socially, emotionally, and physically ready for the next level and has completed or mastered the basic skills to have probable success at the next grade level. A child should normally be retained if he will not be able to succeed in working with one of the groups at the next grade level. The welfare of the child shall be the determining factor in the decisions involving promotion or retention. Since developmental rates and patterns vary so greatly from child to child it may be necessary to provide some children an additional year to develop.

The minimum expectations for South School students exiting a grade are listed below. *All age eligible preschool students will move on to Kindergarten regardless of these expectations being met.*

Exiting Preschool - Entering Kindergarten

Math

Counting with understanding to 10
 Give quantities to 5
 Create simple patterns
 Can identify up, down, under, over
 Can recognize opposites

Writing

Basic shapes
 First name

Social

Turn-taking
 Participates in group
 Attend at circle time 15-20 minutes
 Follow simple directions/instructions

Self-help/ Fine Motor Skills

Buttoning, zipping, snapping
 Can manipulate scissors on a straight and curved line

Exiting Kindergarten - Entering 1st Grade

Reading

Can identify reading from left or right & top to bottom
 Can recognize parts of a book-title, author, front, back
 Can recognize first and last name
 Can distinguish capital and lowercase letters

Knows alphabet in and out of sequence
Can identify 80% of uppercase and lowercase letters
Can produce 80% of letter/sounds associations
Can recognize 10 basic color words
Can identify and produce rhyming words
Can recognize words that begin with the same sound and end with the same sound
Can recognize 80% sight words
Can identify part-whole relationships in word families

Math

Identify numbers 1-20, when seen in the environment
Write numbers 0-20 with correct formation
Counts sets of objects with 1-1 correspondence
Uses objects, graphs, and numbers to demonstrate understanding of more than, less than, and equal to
Counts to 100 by ones and tens
Identify 2 and 3 dimensional shapes (2 dimensional-circle, square, rectangle, triangle, oval, rhombus diamond and hexagon), (3- dimensional-cube, cone, sphere, rectangular prism, cylinder)
Uses non-standard units to measure objects (common household objects such as toothpicks or crackers)
Explores addition and subtraction using basic facts to a sum/difference of 5 using objects
(3+2=5 5-2=3)

Writing

Can hold a pencil correctly
Can print first and last name on proper line
Can print most of the letters, capital and lowercase, correctly
Can distinguish where a word begins and ends
Can tell how many words in a sentence
Knows that a capital begins a sentence
Can identify where a sentence ends
Can write a brief legible paragraph with 3 complete sentences on a single topic
Can listen to and comprehend stories read by the teacher

General

Can follow more than one direction
Can identify likeness and differences in words and pictures
Uses complete sentences and pictures in sequence orally
Can work independently for 15 minutes
Can work cooperatively in small groups
Can color within reason in between lines
Can name and identify 10 basic colors
Can cut and paste neatly
Can identify left and right

Exiting 1st Grade - Entering 2nd Grade

Reading

Deciphering consonant and vowel sounds in words
Beginning, middle, ending blends, digraph
Know 80% sight word vocabulary
Sequencing

Recognize different types of reading materials

Language

Edit for punctuation (., ?, !)

Edit for capitalization (names, places, beginning of sentence, the word I)

Sequencing of a story

Spelling

Basic concept of how to sound out a word in order to spell

Spell correctly 80% No Nonsense words

Writing

Write complete sentences on a single topic including details and focus and wrap up.

Math

Use addition/subtraction within 20 to solve word problems. Solve addition word problems of 3 whole numbers less than or equal to twenty. (Emma has 3 cookies, John has 2 cookies, and Bobby has 4 cookies. How many cookies do they have altogether?)

Use fact families to solve addition and subtraction problems whose sum is up to 20. ($8+3=11$ so $11-8=3$).

Tell and write time in hours and half hours using analog and digital clocks.

Work with numbers to 999 including reading, writing using digits, comparing, and using place value.

Solve simple problems using bar graphs, picture graphs, and tally marks.

Compare 2 dimensional and 3 dimensional shapes using characteristics (sides, faces, edges, vertices).

Counts to 120 starting from any number.

Exiting 2nd Grade - Entering 3rd Grade

Reading

Ability to comprehend at grade appropriate reading level

Oral reading with fluency and expression

Can follow oral and written directions

Language

Can identify nouns, verbs, pronouns

Can ask and answer such questions as *who*, *what*, *where*, *when*, *why*, and *how* to demonstrate understanding of key details in a text.

Compares and contrasts two or more versions of the same story (e.g. Cinderella stories) by different authors or from different cultures.

Compare and contrast the most important points presented by two texts on the same subject.

Know and apply grade-level phonics and word analysis skills in decoding words.

Read with sufficient accuracy and fluency to support comprehension.

Recount and describe key ideas or details from text read aloud or information presented orally or through other media.

Demonstrates command of the conventions of standard English grammar and usage when writing or speaking.

Spelling

No nonsense test—80% accuracy

Writing

Demonstrates knowledge of proper capitalization, punctuation, types of sentences, and complete sentences. Writes multiple sentences on a given topic with an appropriate introduction and conclusion..

Math

Students will work with numbers to 10,000 including reading, writing, comparing, and place value of those numbers. In standard form (364), expanded form ($300+60+4$) and word form (three hundred sixty four). Students will tell time to the nearest five minute. They will also use a.m. and p.m. and tell time on a digital clock.

Students will build fluency in addition and subtraction of numbers to 4 digits.

Students will be familiar with multiple step word problems involving addition and subtraction and use given information to build word problems. Teacher says $5+3=8$ students respond there were 5 cats and 3 dogs there were 8 animals.

Students will be familiar with standard units of measurement including centimeters, inches, feet, and yards. They will measure objects to centimeter, half inch, inch, and foot.

Students will be able to work with money up to five dollars including addition and subtraction of coin or bill combinations, identify equivalencies, make coin exchanges, and count coin and bill combinations.

Students will be responsible for solving simple problems using information presented in a bar graph, pictograph, tables, and tally charts.

Master basic addition and subtraction facts through 9.

PHYSICAL EDUCATION

All students in Kindergarten - 2nd grade will receive physical education instruction on a daily basis. This instruction focuses on strengthening fine and gross motor skills, working collaboratively with peers, learning how to win and lose appropriately, amongst other skills. Appropriate footwear is required for student safety.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his/her parent or a person licensed under the Medical Practice Act. Students with an Individualized Education Plan may also be excused from physical education courses based on their individual needs.

The district excuses any student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student's parent or guardian notifies the school principal in writing that the student is participating in religious fasting. The district also honors excuses signed by persons licensed under the Medical Practice Act of 1987, and has adopted a policy defining the types of parental excuses it will deem appropriate, which must include, but not be limited to, reliance upon religious objections. If the board has established a policy to excuse students from physical education for any other reason, the policy allows for students to be excused only for those reasons and grade levels as authorized by statute.

FREE PLAY

All students in Kindergarten - 2nd grade are provided 30 minutes of free play daily. This can be in one 30 minute block (recess) or two 15 minutes blocks. Free play activities can include, but are not limited to, gross motor activities, station activities, or free choice activities.

AUTHORIZATION FOR DISTRICT NETWORK ACCESS

All use of the District Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. This *Authorization* does not attempt to state all required or proscribed behavior by users. However,

some specific examples are provided. The failure of any user to follow the terms of the *Authorization for District Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

TESTING

Tests to measure locally developed learner outcomes and to monitor student progress are administered throughout the year for school improvement purposes and to meet individual student needs. Periodic Individual placement testing may be done 1) for the purpose of determining current levels of performance, 2) to make appropriate placement, and 3) to meet a student's individual needs.

****KINDERGARTEN - 2ND GRADE ATTENDANCE****

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

STUDENT ATTENDANCE

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, mental health day, or other reasons as approved by the principal. All other absences are considered unexcused. Students are allowed five Mental Health Days each school year. Parents and/or guardians are responsible for communicating the absence type when they contact the school to report the absence.

A student will be excused for cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The school requires documentation explaining the reason for the student's absence.

Procedures for returning to school after an absence:

- a. A parent or guardian must call the office between 8:00-9:00 a.m. the day of the absence.
- b. If we do not receive a call from the parent, we will be contacting you.
- c. Upon returning to school, the student should have a written excuse from his/her parent/guardian to return to school. The written excuse should list specifically the days and the reason for the absence.
- d. Parents may call before 9:00 a.m. to have homework ready for pick up after school. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and test, for equivalent academic credit.

- e. If there is no call or note, the absence is coded as unexcused.

An excused absence will not be granted to any student after the 7th accumulated day of absence unless a doctor's note accompanies the student.

MID-DAY APPOINTMENTS

When students are to leave school during the time school is in session because of doctor or dentist appointments, please do the following:

1. Write a note to the teacher stating the time and the date the student will be picked up at school.
2. When you come to school to pick up the student, come to the school office to sign your child out. We will call your child from his class, and he/she will meet you at the office.
3. If the absence is due to a doctor's appointment, please ask your provider to send an excuse back with your child in order to have the absence coded as excused.

SCHOOL TARDINESS

Children who are late to school should report to the office when arriving. School starts at 8:27 a.m., therefore students are tardy after 8:27. Tardiness due to a doctor's appointment or other reported events, which are emergency in nature, are excused. Five unexcused tardies equal one day unexcused day. Tardies are unexcused late arrivals or unexcused early pick-ups.

TRUANCY & ATTENDANCE PROCEDURES

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 2 (1%) but less than 8 (5%) of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 9 or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school, is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

When a child has seen a physician for an illness, this should be reported to the school by way of a doctor's excuse stating the specific days to be excused (See "Student Absence, p. 24, of the South School Handbook). As a child's absences begin to climb, the procedure for dealing with these absences is:

1. Notices to parents of students 6 – 17 when absences reach 4+ unexcused, 7+ excused/unexcused, or 9+ unexcused/excused combination.
2. Notice to Regional Office of Education Abolish Chronic Truancy Program when absences reach 4+ unexcused. Contact with parents.
3. 2nd Notice to ROE ACT when absences reach 7+ unexcused. Contact with parents.
4. 3rd Notice to ROE ACT when absences reach 9+ unexcused. Contact with parents.

5. Notice to States Attorney when absences reach 9+ unexcused. (High numbers of excused absences are dealt with and reported on an individual basis.) Contact with parents.

Absences are considered for the past 180 days and frequently involve 2 school terms.

Truant Alternative Offering: A Truant Alternative Program is available to students of Pike and Adams County. The Regional Superintendent of Schools through a state grant administers this program.

All Pike County schools participate in the truancy review board. This is in conjunction with the State Attorney's Office. This is to promote good school attendance.

*****HEALTH INFORMATION*****

MEDICINE AT SCHOOL

The Pikeland Unit 10 School Board adopted the following policy for administering medicines to students at school: All medicine which must be taken during school hours, is to be delivered personally by the parent/guardian to the office at South School.

If a student needs to take medication during the school day, the parent(s)/guardian(s) must obtain a "Student Medical Authorization Form" from the office. The form must be filled out and signed by the parent/guardian and the physician, then returned to our office. Medication is to be in a current, labeled, dated, prescription bottle. It is kept in a locked cabinet in the office, dispensed by school personnel, and logged. The student must take the medication in the presence of school personnel. Special written permission by a parent along with the label from the pharmacy is needed in the office if a student is to carry an inhaler. The office does not keep aspirin, Tylenol, or other over the counter medications on hand for students. The school will not administer over the counter medication to students (example: allergy medicine, Tylenol, cough syrup, etc. unless prescribed by a doctor). Parents are encouraged to arrange medication schedules so as to avoid school-time involvement, if possible.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an "Authorization for Student Self-Medication Form". The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medications by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

A student with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Program allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH:

2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

UNDESIGNATED MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: 1) Asthma medication; 2) Epinephrine injectors; 3) Opioid antagonists; and 4) Glucagon. No one, including without limitation, parents/guardians or students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

EMERGENCY AID TO STUDENTS

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

HEAD LICE

South Elementary School has a no live lice policy. Students that are found to have lice may be sent home and not allowed to return until lice free.

SCHOOL NURSE

Regardless of the building placement, the school nurse is available on call at all times during the day for any emergency situations that occur. South Elementary School will work cooperatively with families to ensure all students are safe and healthy during the school day.

SICK AT SCHOOL

The parents of students are called to come pick up their child when the child has a temperature of 100+ degrees, the child vomits, has diarrhea or it has been determined by the teacher, principal and/or school nurse that it is in the child's best interest to be at home.

INJURIES AT SCHOOL

If an injury occurs at school, students are first assessed to determine if it's a minor or major injury. In the event of major injuries, staff will respond as quickly as possible in contacting parents/guardians and a plan will be put into place. If 911 is called, a staff member will ride in the ambulance in the absence of a parent/guardian.

HEARING AND VISION SCREENING

Each child at South Elementary School is screened for hearing and vision. If a problem is noted, the child will be re-screened in 7-10 days. (Parents and teachers are notified only if the child fails the re-screening procedure.) The nurse should be contacted if at any time during the year a parent is suspicious of a hearing or vision problem.

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable disease.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

STUDENTS WITH FOOD ALLERGIES OR OTHER MEDICAL CONCERNS

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify Mrs. Tracey Allen, the school principal, at 217-285-2431.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. The school district also may be able to appropriately meet a student's needs through other means.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For more information on home or hospital instruction, contact Mrs. Angie Ruebush at 217-285-2147.

IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screening for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or first grade;
2. Enrolling in an Illinois School for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 13th of the current school year could result in the student's exclusion from school until the required health forms are presented to the school. New students who register midterm who are coming from out of state shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by compliance date, the student must present, by compliance date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Required Dental/Eye Examinations

Dental examination:

- All children in kindergarten, second and sixth grade will be required to have an oral health examination. Each child shall present proof of examination by a dentist by May 15th, 2024.

The requirements for a vision examination are as follows:

- All children enrolling in kindergarten or enrolling for the first time will be required to have an eye examination.
- Each child shall present proof of examination by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year by October 13th, 2023.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection.
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious exemption.
3. Health examination or immunization requirements on medical grounds if a physician provides written verification.
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

SUICIDE AND DEPRESSION AWARENESS & PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. More information and a copy of the school district's policy can be found on the school district's website or obtained from the school office.

NOTIFICATION OF ASBESTOS

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district and at the district office.

1. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).
2. The district will continue its efforts to maintain all remaining asbestos containing materials in an intact state and undamaged condition.
3. School maintenance and custodial personnel have received the required asbestos awareness training.

Facilities Include: Pittsfield High School and Pittsfield South Elementary.

INTEGRATED PEST MANAGEMENT POLICY

Pikeland Community Unit School District #10 has an Integrated Pest Management Policy. As required by Illinois law you are being notified that periodically pesticides are used as a last resort to control pests. If you wish to be placed on a *registry* to be notified prior to spraying pesticide, please notify in writing the Board of Education Office, 512 South Madison Street, Pittsfield, Illinois 62363. In addition, a file of hazardous or toxic substances is maintained at each school of the district for the substances used at that school.

*******DISCIPLINE*******

Copies of the all school district policies on student behavior are available in the school and district office.

GENERAL SCHOOL RULES

1. Students are to obey and be respectful to all South School employees.
2. Students will keep their hands and feet off others.
3. Students must sign out in the Principal's office at South before leaving the school grounds (before dismissal time).
4. Only safe playground games will be allowed. Balls may not be kicked or thrown against the building (no bombarding). Tackle football may not be played. No baseballs or softballs; tennis balls permitted.
5. Students are to leave the possessions of others alone. Lost and Found items should be brought to the office or to the teacher.
6. Because of the cleanup nuisance, students are not to chew gum on school grounds.
7. Students are not to use obscene gestures, swearing, or other distasteful behavior.
8. Students are not to bring pets or other animals to school.
9. Students are to respect the rights of others and are not to do anything which might deprive another individual of an opportunity to work and learn at school.

10. Students should walk within the building and on sidewalks when entering or leaving.
11. Everyone will go outside when the weather permits.
12. When school is dismissed, students should go directly home. The children should not loiter around the playground or halls.
13. Cell phones are not allowed at South Elementary School.
14. Students may not possess weapons (knives, guns, etc.), real or look alike toys, on school property.
15. Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. (For more information ask to see Pikeland District Policy #007.190)
16. Students may not possess or offer electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.

THREATS

Any student who makes a threat (whether verbal, written or any other form) toward a teacher, administrator, staff member, or any other student may face suspension from school and possible expulsion by the Board of Education. If in the judgment of the principal a threat poses a physical danger to anyone, the police will be immediately notified. Pikeland Community Unit District No. 10 will not tolerate any known threat to our safe schools environment. Teachers, staff members, students, parents, and others are encouraged to inform the administration of any threats.

STUDENT CONDUCT RULES

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Bus stops;
3. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
4. Traveling to or from school or a school activity, function, or event; or
5. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to; 1) be a threat or an attempted intimidation of a staff member; or 2) endanger the health or safety of students, staff, or school property.

STUDENT SEARCHES

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

QUESTIONING OF STUDENTS SUSPECTED OF CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will 1) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; 2) make reasonable efforts to ensure the student's parent/guardian is present (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and 3) if practical, make reasonable efforts to ensure that a law enforcement officer trained in promoted safe interactions and communications with youth is present during the questioning.

COOL TOOLS FOR LIFE

Students in kindergarten through second grade will be taught Cool Tools for Life lessons throughout the school year. This program focuses on students demonstrating positive behaviors in all areas of the school community. The goal of the program is to help students understand the importance of being respectful, responsible, and safe.

DISCIPLINE & CONSEQUENCES

South Elementary School believes in being firm, fair, and consistent in dealing with discipline. Self-control is a key factor in any educational setting, and our students are expected to behave appropriately. Positive behaviors are promoted and students are taught the specific expectations for each area of the school.

Students who are guilty of offenses which interrupt normal classroom activities (classroom disturbance, tardiness, cheating or lying, abusive language, failure to complete assignments or carry out directions, etc.), as well as students who are involved in fighting, destruction of school property, insubordination, any form or type of aggressive behavior that does physical or psychological harm to someone else, and/or urging other students to engage in such conduct, the use of force, noise, coercion, threats, intimidation, fear, bullying, etc., are subject to the following disciplinary procedure.

OFFICE REFERRAL – An office referral is made when a staff member has proceeded through steps 1-4 and the misbehavior continues, for serious problems resulting during recess or on the bus, or for other serious violations of school rules. The parents of the students referred to the office will be contacted by mail or phone as to the infraction type and consequence determined. A disciplinary record of all students who are referred to the office is maintained by the principal. It is understood that Due Process will be granted in each situation.

CONSEQUENCES: Among those consequences used at South are:

1. **Activity Break** – Students causing a disturbance during class, recess, in the hall, etc., may be immediately removed from the activity and sent for a stated number of minutes to another location to think about his/her actions. (Ex: a student blurts out in the classroom and is sent to sit in the hall for 5 minutes. A student is causing a problem on the playground and is sent to sit next to the building for the rest of the play period.)
2. **Recess Detention** – A student may be kept in during one or more recesses and given work to do rather than joining his/her classmates for free play.
3. **Privilege Removal** – Privileges to attend class parties or other activities designed as rewards for good behavior may be removed due to misbehavior.
4. **Alternative Education Setting** – Disruptive students are removed to an alternative setting to do school work.
5. **Class trip and/or Picnic Removal** – Due to repeated misbehavior resulting in multiple Office Discipline Referrals throughout the school term or for other serious abuse of the school rules, the

principal and teachers may agree to revoke a student's privilege of attending a class trip or picnic to insure a well supervised, safe event for the class. In such an event, the child is expected to be at school and instruction will be provided.

DISTRICT DISCIPLINE POLICIES AND PROCEDURES

In compliance with House Bill 730, the Pikeland Community Unit #10 Board of Education appointed a parent-teacher advisory committee to develop a written policy on pupil discipline. The committee is composed of the president of the Little Braves Boosters, a staff member, a member of the Board of Education, and a building Principal. The following discipline policies and procedures were drawn up and presented to the Board of Education for adoption.

1. **DUE PROCESS:** The Board of Education subscribes to the belief that student-staff-board relationship problems should be solved within the school structure. The Superintendent is responsible for establishing regular channels of communication among these respective groups, with roles and responsibilities clearly defined. Due process within the schools involves an investigation of the situation, proper notification, provision for hearings, and an adequate opportunity for the student to express his/her view concerning the matter.
2. **GENERAL PHILOSOPHY ON DISCIPLINE:** The Board of Education believes that the maintenance of good discipline is essential to the proper achievement of educational goals. In a general sense, discipline is here defined as the degree of order maintained, the strategies employed to maintain that order, and the manner in which offenders are to be punished. Since training for effective citizenship is one of the important tasks of education, self-discipline should be the goal for every student in the district.
3. **CLASSROOM REMOVAL:** A certified staff member should remove a disruptive student from his/her class. The time interval of removal, if longer than one regular class period, will be determined by the certified staff member and the building administrator. It is understood that due process will be granted to each student.
4. **SUSPENSION:** Any student who is flagrantly disobedient, insubordinate, or who gives evidence of severe emotional disturbance may be suspended for a period not to exceed ten (10) days on authorization of the school principal. Such suspension must be reported immediately to the superintendent and the parents, with reasons fully stated. Parents shall have the right to appeal such suspension in keeping with provisions of the Illinois School Code.
 - A school suspension would involve the student, because of repeated misbehavior or other severe infraction, being temporarily removed from the regular classroom 1) in-school suspension: remain in a structured environment in or near the principal's office and isolated from the mainstream of the student body, or 2) out-of-school suspension: stay at home for the duration of the suspension.
 - Students may be suspended by the principal from any or all-extracurricular activities for indefinite periods of time if gross misconduct is established. Students eligible for transportation may be suspended from using such transportation by the principal. Such suspension must be immediately reported to the superintendent and the parents. Such suspensions must also comply with all due process rights of students.
 - Students receive written notifications with each citation. A student will be suspended for 5 school days from riding all buses, including extracurricular vehicles, if the student receives three bus disciplinary citations during a single school year. Each disciplinary citation beyond three, in a given single school year, will result in an additional five school day bus riding suspension. However, if the offense is severe enough, a student may have their bus riding privileges revoked upon receipt of their first disciplinary citation.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens or other vaping related products or illegal drugs.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
4. Students are not allowed to have cell phones at South Elementary School.
5. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies and scores.
8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying using a school computer or a school computer network or other comparable conduct.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
10. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms, airhorns, or signals indicating the presence of an emergency, ; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
11. Being absent without a recognized excuse.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
13. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
14. Operation of an unarmed aircraft system (AUS) drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: 1) on the student’s person; 2) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing backpack, or automobile; 3) in a school’s student locker, desk, or other school property; 4) at any location on school property or at a school-sponsored event; or 5) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Mrs. Tracey Allen

655 S. Clarksville Rd. Pittsfield, IL 62363

217-285-2431

tallen@pikeland.org

Dr. Carol Kilver

512 S. Madison St. Pittsfield, IL 62363

217-285-2147

ckilver@pikeland.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but no more than 2 calendar years:

- (1.) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearms as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

- (2.) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work equivalent academic credit. Details of re-engagement are communicated through disciplinary documents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

COOPERATION WITH LAW ENFORCEMENT OFFICERS

School officials will cooperate with law enforcement officers who come to the school premises for purposes of questioning or taking into custody students who are enrolled in the district. This relationship must be governed by procedures, laws, and judicial decisions designed to protect the legal rights of each student. When law enforcement authorities seek to interview a student, the administration will attempt to contact the student’s parent or guardian before allowing the law enforcement agent to interview the student. There may be extenuating circumstances that may exist that dictate a parental or guardian contact not be made.

SEARCH AND SEIZURE

In order to maintain order safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desk, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or if their personal effects are left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Due to privacy issues, only administrative staff will be allowed to view video/audio recordings.

DRESS CODE

Children are encouraged to be well groomed and dressed in clean clothes and shoes appropriate for the weather. Students are not permitted to wear clothing on which advertisement for drugs or alcohol appears. Children are not permitted to have body piercings, other than ears. Appropriate footwear must be worn at all times for the safety of the students. Roller shoes are not permitted at school.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the assistant superintendent.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with state law, students are expected to observe the following :

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board, enter in single file without pushing, and always use the handrail.
4. Take a seat right away and remain seated facing forward, keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. Shouting and loud noise may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you drop or forget something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, please contact the Pikeland Bus Barn at 217-285-2752.

LITTLE BRAVES BOOSTERS

The Little Braves Boosters facilitates parent-teacher collaboration to enhance and enrich the opportunities and experiences for children at South School. The Little Braves Boosters supports educational activities and addresses classroom/building needs to enhance student learning and family involvement.

Little Brave Boosters Funds

At monthly meetings, Little Braves Boosters considers teacher funding requests for needs directly impacting students' learning. Funds raised have supported the purchase of books, PE equipment, recess supplies, white boards, motivational prizes, literacy supplies, listening centers, iPads, chromebooks, document cameras, computer carts, speakers, differentiated seating, classroom rugs, Scholastic News subscriptions, and Mystery Science subscriptions.

Little Brave Boosters Membership

The membership of Little Braves Boosters is composed of parents, teachers, and community members. Volunteers enrich opportunities at South Elementary School and are encouraged to help support the many events and activities put on by the Little Braves Boosters.

Little Brave Boosters Information

Information on the Little Brave Boosters activities and events is communicated via the South School weekly newsletter, e-mail, and on Facebook @ Little Brave Boosters. You may call South School at 217-285-2431 for more information about joining the Little Braves Boosters.